

Young Mi Kim

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Objective: To obtain a position with a dynamic organization utilizing my event management & marketing skills.

Professional Overview

- Marketing & Communications
- Problem Solving
- Event Management
- Bookkeeping
- Microsoft Office Suite of Products
- Self-motivated & Reliable
- Organized & Creative
- Detail-oriented
- Research & Revenue Growth
- Vendor Liaison
- Special Event Planner
- Constant Contact

Experience

February 2015 – December 2016

Indianapolis, IN

DJ Beauty Supply

Wig Department: Sales Manager

- Increase Wig sales every month.
- Engage in customer relations in order to keep their business
- Provided wig knowledge and suggestions in Indianapolis largest wig store
- Handle customer complaints and provide the best customer service

December 2009 – Present

Atlanta, GA

Spring Hall/Well Green Life

General Manager

- Main sales person for booking weddings, events, fashion shows, holiday parties, and birthday parties.
- Communicated with clients on a monthly basis to be updated on any changes on their events, regarding deadlines, billing, and room layout.
- Coordinate events according to the schedule planned and setting up the room for events and break down of the room.
- Specialized in researching, designing, and executing innovative themed events.
- Negotiated event pricing and business contractual terms and conditions.
- Create, design & edit company marketing pieces, including sales material, convention signage, collateral, brochures and newsletters.
- Hire vendors for services and supervise our staff duties and schedules.
- Create annual marketing budget, ensuring all marketing & advertising initiatives stay within agreed pricing.
- Work with other caterers and event personnel to make sure the event is to the client standards.
- Manage and update company website content & social media accounts.
- Catered events up to 300 people in our commercial kitchen.
- Design and arrange floral and centerpieces for weddings, holiday parties, and birthday parties.

November 2008 – January 2009

Atlanta, GA

Maum Cafe - C

Cake decorator and Desserts

- Design and decorate cake with icing, fruits and sugar
- Inventory of desserts and visualization of piece cake
- In charge of different cakes to make: lava cake, raspberry mouse cake, cheesecake, tiramisu, and fruit cake

March 2004 – December 2007

Decatur, GA

DJ Beauty Supply -

General Manager

- Receive and prepare payroll documentation for employees.
- Served as point of contact for vendors
- Interviewed and trained new employees
- Dealt with financial management of the business
- Engaged in customer service and relations

Education

University of Georgia

Athens, GA

Business

May 2003

Le Cordon Bleu

Tucker, GA

Associate degree in Culinary Arts

May 2004

Certificate Earned

ServSafe Certification - National Restaurant Association #9393582

September 10th, 2012. Expires September 10th, 2017

Wedding Planner Certificate - *The Association for Bridal Consultants-2013*

Bartender Certification - *National Bartending School -2013*

Activities

Catalyst Conference volunteer 2011-2013

Victory World Church – special events committee volunteer 2012-2014